

CHIEF OF STAFF

OFFICE OF SCHEDULING AND ADVANCE (formerly External Affairs) **(PROJECT 7006000)**

Description of Service: This project funds planning and coordination of external scheduling for the Secretary of Commerce reporting directly to the Chief of Staff. The office is responsible for providing scheduling, advance, and logistical support for the Secretary's domestic and international meetings, conferences, and special activities and initiatives. These conferences and meetings will support the programs and policies of the bureaus and operating units of the Department.

Basis of Charge - Automatic Monthly: There are three parts to this billing algorithm: (1) ITA is charged a set percentage of this project; (2) PTO costs are allocated and billed according to the Memorandum of Agreement between PTO and the Office of the Secretary; and (3) the remaining costs are billed to operating units and bureaus based on their share of the Department's FTE.

WHITE HOUSE LIAISON (PROJECT 7021000)

Description of Service: This project funds the cost of the Office of White House Liaison reporting directly to the Chief of Staff. Functions of this office include, but are not limited to, overseeing the appointment process for executive positions throughout the Department, appointments of people from outside of Commerce to Department boards/commissions based on the qualifications set forth in the charter, preparing special reports, and managing specific projects at the request of Secretarial Officers.

Basis of Charge - Automatic Monthly: There are two parts to this billing algorithm: (1) PTO costs are allocated and billed according to the Memorandum of Agreement between PTO and the Office of the Secretary; and (2) the remaining costs are billed to operating units and bureaus based on their share of the Department's FTE.